

Ames Laboratory**Office:** Environment, Safety, Health & Assurance**Title:** Safety Performance Measures Policy**Page:** 1 of 4**Policy:**

10200.007

Revision:

4

Effective Date:

4/01/08

Review Date:

4/01/11

Safety Performance Measures Policy

This policy communicates a set of safety related performance objectives, measures and expectations to the Group Leaders, Department Managers and Program Directors of the Ames Laboratory.

Comments and questions regarding this policy should be directed to the contact person listed below:

Name: Tom E. Wessels
Environment, Safety, Health and Assurance
Address: G40 TASF
Telephone: 294-4965

Sign-off Record: *Signature record is available in ESH&A.*

Approved by: _____ Date: _____
Environment, Safety, Health & Assurance

Approved by: _____ Date: _____
Chief Operations Officer

Approved by: _____ Date: _____
Associate Director, Sponsored Research Administration

Approved by: _____ Date: _____
Science and Technology Division Director

Approved by: _____ Date: _____
Deputy Director

Approved by: _____ Date: _____
Laboratory Director

Ames Laboratory	Policy:	10200.007
Office: Environment, Safety, Health & Assurance	Revision:	4
Title: Safety Performance Measures Policy	Effective Date:	4/01/08
Page: 2 of 4	Review Date:	4/01/11

1.0 Revision/Review Log

This document will be reviewed once every three years as a minimum.

<u>Revision Number</u>	<u>Effective Date</u>	<u>Contact Person</u>	<u>Pages Affected</u>	<u>Description of Revision</u>
0	5/1/99	T. E. Wessels	All	New document
1	4/16/01	T. E. Wessels	All	G:\Docs&Rec\DCP\Revision Description\Policy 10200.007, rev 1 revdesc
2	4/23/04	T. E. Wessels	All	G:\Docs&Rec\DCP\Revision Description\Policy 10200.007, rev 2 revdesc
3	4/01/07	T. E. Wessels	All	G:\Docs&Rec\DCP\Revision Description\Policy 10200.007, rev 3 revdesc
4	4/01/08	T. E. Wessels	page 4	G:\Docs&Rec\DCP\Revision Description\Policy 10200.007, rev 4 revdesc

2.0 Purpose and Scope

2.1 Purpose

This policy communicates a set of safety related performance objectives, measures and expectations to the Group Leaders, Department Managers and Program Directors of the Ames Laboratory. This policy is designed to support the Environment, Safety and Health performance objectives in the DOE contract for operation of Ames Laboratory.

2.2 Scope

This policy applies to all Group Leaders, Department Managers and Program Directors of the Ames Laboratory.

3.0 Prerequisite Actions and Requirements

3.1 Definitions

Objective: Statement of desired end results for an organization.

Measure: Quantitative or qualitative method or characteristic for describing performance that, when satisfied, indicates successful achievement of an objective.

Expectation: Quantitative or qualitative conditions or target levels used to evaluate performance for each measure.

Ames Laboratory	Policy:	10200.007
Office: Environment, Safety, Health & Assurance	Revision:	4
Title: Safety Performance Measures Policy	Effective Date:	4/01/08
Page: 3 of 4	Review Date:	4/01/11

4.0 Ames Laboratory Safety Performance Measures Policy

All Ames Laboratory employees have responsibilities to complete required training, review new and existing work activities and correct identified safety deficiencies. Group Leaders, Department Managers and Program Directors have additional responsibilities to ensure safety performance described by the following performance objectives, measures, and expectations.

4.1 Training

Objective: Group Leaders, Department Managers and Program Directors shall ensure that employees receive safety related training for assigned duties including General Employee Training (GET), Emergency Awareness, mandatory training modules, job (activity) specific training and shall complete a Training Needs Questionnaire (TNQ).

Measure: Percent of employees who have completed General Employee Training (GET), Emergency Awareness, a Training Needs Questionnaire (TNQ), and other mandatory training modules.

Expectation: All employees must complete General Employee Training (GET), Emergency Awareness, and Training Needs Questionnaire (TNQ).

Performance Levels are:

- ≥ 95 % = Outstanding
- ≥ 90 % = Excellent
- ≥ 85 % = Good
- < 85 % = Marginal

Also, to meet the Contract target expectation of B+, 90% of other mandatory ES&H training must be completed on time.

4.2 Definition and Review of Work Activities

Objective: Group Leaders, Department Managers and Program Directors shall ensure that work has been defined and activities are reviewed according to the Readiness Review procedure.

Measure: Percent of Activities with current Reviews.

Expectation: All work must be performed within defined and reviewed activities.

Performance Levels are:

- 100 % = Outstanding
- ≥ 95 % = Excellent
- ≥ 90 % = Good
- < 90 % = Marginal

Ames Laboratory	Policy:	10200.007
Office: Environment, Safety, Health & Assurance	Revision:	4
Title: Safety Performance Measures Policy	Effective Date:	4/01/08
Page: 4 of 4	Review Date:	4/01/11

4.3 Close-out of Safety Deficiencies

Objective: Group Leaders, Department Managers and Program Directors shall ensure that deficiencies are closed-out within assigned time periods.

Measure: Percent of safety deficiencies closed-out within assigned time periods.

Expectation: All safety deficiencies must be closed-out within assigned time periods.

Performance Levels are:

100 % = Outstanding

≥ 95 % = Excellent

≥ 90 % = Good

< 90 % = Marginal

4.4 Environmental Protection

Objective: Group Leaders, Department Managers and Program Directors shall promote environmental protection principles and practices.

Measures: Promote Waste Minimization.
Practice Pollution Prevention.
Conserve Energy and Natural Resources.

Expectation: Waste Minimization

- Purchase only the quantities of hazardous materials necessary.
- Reuse materials to the extent possible.

Pollution Prevention

- Do not dispose of hazardous materials in drains or trash receptacles.
- Do not utilize fume hoods as a disposal mechanism (i.e., evaporation).
- Comply with Ames Laboratory Waste Management practices.

Energy and Natural Resource Conservation

- Purchase EPA-designated recycled content products, when possible.
- Purchase energy efficient devices, such as ENERGY STAR devices when possible.
- Switch off lights and computers when possible.
- Return fume hood sashes to rest position after usage.

5.0 Post Performance

Supervisors of Group Leaders, Department Managers and Program Directors will review performance of these objectives, measures and expectations during the Annual Performance Review Process. ESH&A will provide information related to these measures on an annual basis.